



Office of Management and Administration Employee Newsletter

May 2000 Edition

Upcoming Event!!

**MA All Hands Meeting and
Employee Recognition**

**Date: May 16-Germantown
May 18-Forrestal**

**Time: 9:00 - 10:30
a.m.**

Place: Cafeteria

**Refreshments will be
served.**

All Federal and contract

Virtually every part of MA has had some role in helping the new National Nuclear Security Agency (NNSA) take shape. On March 1, we were able to meet the legislative deadlines for defining the organization and making personnel assignments. We are now in the process of working through some of the day-to-day administrative issues associated with the establishment of the Agency, and we look forward to engaging and supporting the new Undersecretary of the NNSA. As many of you know, the President has announced his intention to nominate General John A. Gordon to head the NNSA.

Creation of the NNSA represented the third major reorganization in the Department during the past year, following the field restructuring in April 1999 and the creation of the security organization in September 1999. These and other events have caused the Deputy Secretary to conclude that we need to do a systematic review of decision-making processes in the Department. One of my key priorities for the remainder of this year is to undertake this review.

Message from the Director

MA has been making great progress on a number of new and challenging initiatives that have been highly visible in the Department and are important to Secretary Richardson. The cooperation and assistance within MA to make these initiatives successful has been extraordinary.

The Secretary has challenged the leadership of the Department to improve the working conditions of employees, and MA is in the forefront of efforts to make these improvements. The Workplace Improvement Network (WIN), championed by Linda Sye and Tim Dirks, is the forum for sorting through employee-generated ideas in concert with National Treasury Employee Union (NTEU) representatives. Components of this effort have included increasing the SEET allowances, promoting flexiplace, creating the Germantown Occupational Health Organization (GOHO) and its new fitness facility, recognizing the contribution of secretaries, holding brown bag lunches, and subsidizing tuition for summer programs at the child development center. Completing work on these and relative initiatives will remain a priority for the rest of this year.

Training the Department's employees in a well-planned and efficient manner is yet another key priority for this year. The DOE workforce has been stable after a number of years of budget-related downsizing, and we know that a growing number of persons are becoming eligible for retirement. Attracting new recruits in a tight labor market and training current employees to take on more responsibility are strategic issues that need a lot of attention. I have approved an important initiative to upgrade procurement skills throughout the DOE complex, we are recruiting a Technical Leadership Development Program class, and we are piloting a Technology Supported Learning effort to use the Internet as a vehicle for delivering training.

These three priorities – decision-making processes, workplace improvements, and training – are certainly not all of the important things we are doing. Other articles in this newsletter address the MA role in implementing other key initiatives.

During my recent mid-year reviews with MA managers, I was pleased to confirm how well we are doing on a broad range of organizational commitments, and I commend all of you for your diligence in making MA a true success story. I look forward to seeing you at our Spring All Hands meetings and to recognizing many of the people who have made these successes possible.



DOE-Flex

Last month, Secretary Richardson indicated (his) "goal is to become a model Federal agency in the use of Flexiplace." Based on his announcement, MA has initiated the DOE-Flex program to provide greater opportunities for employees to request Flexiplace arrangements. Key features include:

- * A new handbook to assist employees, supervisors, and managers to describe when and how to utilize Flexiplace;
- * Written agreements between employees and their managers that spell out the responsibilities of both regarding measurable performance standards to be met, provision of supporting technology and work tools, establishment of an appropriate out-of-office

work site, security and safeguarding of work materials;

- * DOE-Flex Advisors at Headquarters and in every major DOE field office, to assist in program implementation and advise employees, supervisors, and managers;

- * Training (including security and safeguards) for supervisors, managers, and employees who are interested in using the DOE-Flex program; and

- * Use of technology to support Flexiplace.

In addition to administering the DOE-wide program, MA wants to encourage use of DOE-Flex by our own staff. MA's flexiplace coordinator is: Joan Snodderly, MA-5.1, (202) 586-9078. Look for more details to follow for MA's DOE-Flex implementation.



**GOHO Gets
Started!**

On November 17, 1999, Secretary Bill Richardson announced plans to open an employee fitness center in Germantown.

After only 4 months, the Germantown Occupational Health Organization (GOHO) held its grand opening ribbon cutting ceremony. Secretary Bill Richardson, David Klaus, the new GOHO Board of Directors, NTEU Chapter 228, and a host of new GOHO members attended the March 29, 2000 ceremony. Also in attendance were the many folks in MA who contributed to

the establishment of GOHO as well as the design, build-out, and operations start-up.

Like FOHO, the new GOHO Fitness Center will be operated by a health and fitness group, Monday through Fridays during the hours of 6:00 am to 7:00 pm. A trained health and fitness professional will be on the premises at all times. GOHO will offer exercise classes, aerobics, free weights and weight machines, cardiovascular equipment and specialized training. New shower and lockers rooms, which will be located directly below the fitness center, will be ready for use later on this summer.

MA Leads the Way for NNSA

MA succeeded in meeting some very challenging schedules in the legislation to establish the National Nuclear Security Administration (NNSA). The President signed the law on October 5, 1999, and the Implementation Plan was issued on January 1, 2000. Since the legislation required NNSA to be implemented within the Department of Energy by March 1, 2000, MA had only 2 months to get the new organization up and running. It was a battle against time, but we were victorious!

How did we accomplish such an incredible feat? Teamwork and perseverance not to mention a lot of late nights! MA took the lead starting from the direction of the implementation effort to the printing and distribution of the final delegation and designation documents for NNSA officials. We developed mission and function

statements, transferred over 2000 employees to NNSA, and coordinated with other offices on every topic imaginable. Critical next



steps include updates to directives and re-issuance of non-NNSA delegations of authority.

MA Sponsored Spring AMA Meeting Fosters "Corporate Partnering"

On April 11-12, Assistant Managers for Administration from DOE field offices and their headquarters counterparts attended a meeting hosted by David Klaus and Tom Tamura. The lively and informative meeting focused on "Corporate Partnering", and attendees discussed problems and solutions to several mutual areas of concern (e.g., implications of NNSA organization and the Secretary's Management Efficiency Initiatives, and introduction of corporate information systems).

David Klaus indicated that the Deputy Secretary is asking all PSOs to prioritize the top 3-5 things they would like to focus on during the remainder of this calendar year. David shared his: (1) improve training in DOE-- with emphasis on getting a better handle on our costs and benefits; (2) implementing the Secretary's workplace initiatives (e.g., flexiplace, secretarial support initiative); and (3) improving how decisions are made and disseminated.

A highlight of the meeting was guest speaker, Gil Gordon, President of Gil

Gordon Associates, Monmouth Junction, NJ. Mr. Gordon gave a humor-filled and informative presentation on Flexiplace. The information he shared with the AMA meeting attendees can be viewed on his home page: www.gilgordon.com.

Offices of Administration and Procurement Partner with White House For Opportunity Fair

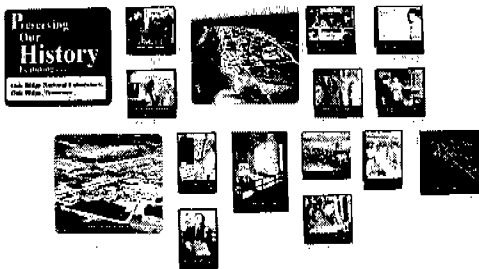
The Office of Administration in conjunction with the Office of Procurement and Assistance Management recently participated in The White House Community Empowerment Opportunity Fair on February 8-9, 2000, at the Ronald Reagan Building. The Fair was made up of small businesses, women owned businesses, and minority businesses, that were interested in business or marketing opportunities with the Federal Government. Working closely with the Office of Procurement Management, the Office of Administration participated as a customer and placed orders for over \$80,000.

The Community Empowerment Board is chaired by the Vice President and this Fair was designed to introduce small, small disadvantaged, and women-owned businesses, and firms considered Empowerment Zone/Enterprise Community firms to the federal procurement process. The Fair focused on providing "live" procurement opportunities for the participants.

Security Construction Project Completed

The Office of Administration has finished construction of a new Sensitive Compartmented Information Facility (SCIF) for the Office of Counterintelligence (CN). The \$950,000 construction project was one of the largest handled recently, and the 8,300 sq.ft. facility was delivered on time and under budget to the Office of Counterintelligence.

The project was fast tracked with the help of a number of offices and became fully operational in late January. This project involved close coordination between the contractor, the Office of Administration, and the Office of Counterintelligence to ensure that the facility met all necessary requirements



Innovative Reengineering Saves MA Dollars for Historic Preservation Photo Gallery Display

When the Graphics Department received the "best" bid of almost \$800 for producing the historic preservation photo display using a shadow box, Visual Information Specialist Patrick Behm went into action. Patrick decided the old HR signs were perfect for

the job. He cut them down to the right size, sanded the edges, and then painted them with black spray paint. Pat stated that since we still have a few more old signs in-house, he will be able to add to the display as needed. The photo display is located outside the MA Director's office, room 4A-253.

Office of Human Resources Management Launches New Leadership Development Program

MA-3 has undertaken a new initiative to develop leadership/managerial potential to prepare its existing staff to assume future leadership roles. HRLEADS - Human Resources Leadership through Experience and Development Series - is a two- year multifaceted program that provides training; rotational assignments; developmental activities; and a mentor/mentee relationship. This is considered a pilot and is open to all MA-3 employees at the GS-13 and 14 levels.

The program format is largely self-directed involving development of an Individual Leadership Development Plan, completion of three courses/seminars; a reading/analysis report in a relevant field; participation in quarterly meetings with the Steering Committee (known as the STARS); shadowing assignments; leading a team project that relates to a major MA-3 initiative and oral presentations to the MA-3 Leadership Council on crosscutting HR and general management/ leadership issues. MA-3 conducted applicant interviews during the month of April and selected two to four individuals as the first HRLEADERS in May.



MA Salutes EPP Program Graduates, Program Manager, and Keynote Speaker

On March 17,
2000, six MA

employees
graduated from the

USDA Graduate School Executive Potention Program (EPP). Seated left to right: Anita Johnson, MA-3, Phyllis Byrd, MA-6 and Dollie Clayton, MA-3. Standing left to right: Paul Coombs, MA-5 and Jim Rowe, MA-3. Missing from picture is Tanya Luckett, MA-3.

MaryJo Edwards, Program Manager, Career Development Programs, was honored by the Energy graduates at the graduation ceremony held at the Marriott Hunt Valley Inn, Baltimore, MD. On behalf of the graduates, Tiajuana Cochnauer, a DOE class speaker, presented MaryJo with a Certificate of Appreciation for her "contributions to and outstanding support of the U.S. Department of Energy Class of 1999". Ms. Edwards was also given a memorandum signed by all 28 DOE "EPPers" stating that they greatly appreciated her "diligence in seeking the advancement of leadership skills within the U.S. Department of Energy."

MA-6 graduate Phyllis Byrd was selected by the Director of the USDA EPP to be one of the graduating speakers discussing "What

the Executive Potential Program Means to Me." She proudly admits that "this program gave her the opportunity to transform impossibilities into realities." Ms. Byrd stated that she is looking forward to putting her leadership skills into action at a higher level and transferring her new learning and experiences into her work at DOE!

MA-3's New Video Stars

MA has three new stars of the small screen: Larry Towne, Lynda Takagi, and Aleshia Duncan. They are the narrators in the second installment of a three-part videotape series on the new Headquarters performance management system. The videotapes have been distributed throughout Headquarters where they are receiving rave reviews.

As many of you know, Headquarters initiated the new system on October 1, 1999. The new system, with its emphasis on identifiable tasks linked to each element, generic levels of accomplishment, multiple progress reviews, and numeric ratings, took some getting used to. In an effort to get out the word on the new system, MA-35 decided that a series of videotapes would be the most effective method of training, and copies of the tapes can be checked out from MA-35.

Isn't it nice that instead of a stranger telling us about our program, we are training together with our very own, very talented folks? So, the next time that you see Larry, Lynda or Aleshia -- ask for their autographs!



**Office of
Consumer
Information and
the White House
Sponsor
International
Power Art Contest**

In conjunction with the White House Millennium Council, the Office of Consumer Information sponsored the DOE Millennium Young Artists' *Power Art* Contest in which 4,550 students, from around the U.S. and the globe, submitted works of art depicting Energy Technology through the ages. The contest's theme was "Energy Millennium -- Honor the Past, Imagine the Future" and the kids' work were judged according to how they illustrated that theme as well as on creativity and originality. The Blue-Ribbon panel of judges included House Arts Caucus Chair Louise Slaughter, Smithsonian Institution Natural History Museum Director Robert Fri, and celebrity artist Will Vinton of Portland, Oregon.

Top prize winners Mike Martin of Pembroke, Massachusetts and Aaron Yamagata of Encino, California won a trip to Washington, D.C. in December, when Secretary Richardson presented them with a plaque and a U.S. Savings Bond certificate for \$250. 100 top works were selected to comprise the *Power Art* Exhibit which travelled to Argonne National Laboratory, Brookhaven National Lab, and Bonneville Power Administration where local kids

whose posters were chosen were honored at celebratory events.

The Exhibit was also part of the Millennium displays at the annual convention of the National Association of Elementary School Principals in New Orleans, Louisiana in March, and will continue its tour to Georgia and the Southeastern Power Administration in April. The Exhibit and the list of prize-winners, finalists, and top 100 can be viewed on the *Power Art* Cyber Gallery at www.ma.doe.gov/powerart/. (For more information contact: Dan Consolatore, Office of Consumer Information, 202-586-1912.)

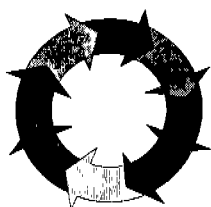
Focus on Computer Security

In the past year, the Department of Energy has undertaken a number of initiatives to address computer security issues. The Office of the Chief Information Officer (OCIO), formerly MA-4, became part of the new security organization and is responsible for cybersecurity, the security for computers and computer systems. The OCIO has developed guidance on cybersecurity planning and passwords and implemented the security banner now displayed whenever an MA workstation is turned on.

The password guidance is designed to improve control of access to the Department's cybersecurity assets. On March 31, David Klaus issued an email requesting that the password guidance be implemented on MA desktop systems immediately. To facilitate implementation of the password guidance, the password instructions can be accessed via the new **HOT** button on the MA

home page or by going directly to the new page at <http://www.ma.doe.gov/pass.html>.

The Office of Independent Oversight and Performance Assurance has just completed a cybersecurity review of MA and other HQ organizations. This inspection consisted of extensive performance testing of the network, both penetration testing and insider exploitation attempts to gain unauthorized access and privileges to HQ networks and computer systems. Margaret O'Brien (MA-1.4) met with the inspection team to discuss computer security roles,



responsibilities, and processes in MA. The findings for the HQ inspection will be published in May.

MA is Driver for DOE Headquarters Recycling Kudos

Thank you MA! Thanks for helping to make DOE one of the top five recyclers among Federal agencies in the Washington metropolitan area! DOE Headquarters has generated over \$150,000 in recycling revenues over the past five years. More than \$111,000 have been earmarked for tuition assistance at the HQ's two Child Development Centers! By recycling, you provide both a cleaner environment and tuition assistance for the Child Development Centers at Headquarters.

MA is the project manager for implementing the Department's recycling program. We provide the collection containers, secure the collection contractor, reconcile the costs of

administering the program and proceeds from the program, and provide tuition assistance funds to the Child Care Center Board of Directors. This tuition assistance helps to subsidize child care costs and will make it possible for more DOE employees to enroll their child(ren) in the Child Development Centers.

To maximize the benefits of the program and enable it to become a greater revenue generating vehicle, we need the cooperation of all MA employees. Please use the hallway collection containers for **all** recyclable items rather than placing them in the general trash containers.

While we have done a commendable job to date, we can still do better. Did you also know that we can now recycle cardboard (Germantown only), colored paper, magazines, and envelopes? A complete list of what can be recycled is included below. Please save it for easy reference for approved recyclable items.

If you have any questions about the recycling program, please call the Forrestal or Germantown help desks on 202-586-6100 and 301-903-4005.

Our Customers Say... !!

Delores Bednarz (MA-1) "...Thank you for always rising to the challenge, helping to fix all of the problems, and making sure everything things ran smoothly...there probably wouldn't be a rep fund left without you. It was a pleasure to work with you."
(Dawn Schrepel, April 2000)

Sam Baughman (MA-2) "...I was treated to some 'outrageous customer service' which went beyond the call of duty. The Workplace Improvement Network (WIN) Brainstorming Group needed buttons for a 10:00 a.m. meeting and submitted a request to the Germantown Graphics group. Once Sam received our request, he coordinated with the Forrestal Graphics group to produce the buttons. The day of our meeting, he took the 7:00 a.m. bus to the Forrestal, picked up the buttons and brought them back on the 8:45 a.m. bus. What a pleasant surprise! I had given up on getting the buttons since I really had given Sam on a few hours notice the previous night." (Michael Boblitt, January 2000)

Vera Watson (MA-3) "...Vera did an excellent job as notetaker for Secretary Richardson's Brown Bag Lunch held on March 9. The notes were done quickly, are readable and quite concise...she was cool under." (John Robinson, March 2000)

Sandi Beatty (MA-7) "...you have a 'smiling voice.' Compiling the annual report had to be stressful for you, but during each of my telephone conversations with you, you were thoughtful and flexible...it was a pleasure working with you on the annual report and I wanted you to know I very much appreciated your positive attitude." (Angela Lowman, February 2000)

MA's Welcomes New Faces, Says Goodbye to Familiar Ones

Since October 1, 1999, we have welcomed new members to our MA staff and said goodbye to familiar, long-time staffers.

New to MA:

- MA-1 - Deborah Harrod
MaryAnn Shebek
Geri Gunther
Margaret Van Tassell
- MA-3 Dr. Jerome Butler
Evelyn Coleman
- MA-4 Jim Powers
Jessica Arcidiacono
Rita Smith
Diane Gillis
Steve Smith
Michael Kane
- MA-5 Kenneth Baker
James Cayce
Thomas Knox
Charles Drummond
Ryan Miller
- MA-8 Kathryn Holloway
Jeremy Alexander
Elizabeth Crocker

Retirements and other departures:

- MA-1 Greg Bettwy
- MA-2 Charlie Morris
- MA-3 Steve Garvey
- MA-5 Bob Franklin
- MA-6 Marge Gildenhorn
- MA-8 Dawn Schrepel